## OFFICE OF THE CLERK

## UNITED STATES BANKRUPTCY COURT

BRENDA K. ARGOE

## TRAVEL REQUEST & AUTHORIZATION

TO:	
FROM:	
DATE:	
I request authority to travel to:	
Departing & return dates:	
Purpose of travel:	
AO or FJC sponsored – Attach their travel authorization:	
Costs to be paid by:	
If costs to be paid by this office <sup>1</sup> , estimated	d costs are:
ABOVE TRAVEL IS:	
APPROVED:	DISAPPROVED:
Clerk or Chief Deputy	Clerk or Chief Deputy
DATE:	

<sup>&</sup>lt;sup>1</sup>Only per diem is allowed unless exceptional circumstances exist and prior approval is obtained for actual expense reimbursement, unless the original TA is from the AO, FJC, or another federal agency in which event the reimbursement provisions of that TA control. All reimbursement shall be made in accordance with the Judiciary Staff Travel Regulations.